



E. C. Glass High School

PARENT/STUDENT HANDBOOK

2025-26

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www.lcsedu.net/schools/ecg

Together We Keep Climbing! No Excuses.

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The purpose of this handbook is to provide basic information regarding school procedures and policies. It is not intended to be all inclusive. It, along with the [Lynchburg City Schools Parent/Student Handbook](#) and [Lynchburg City School Board Policy Manual](#), are meant to serve as a guide for parents, students, and staff. We encourage you to read these documents carefully and share the information with your student. If you need clarification or additional information, please contact the main office.

All Lynchburg City Schools policies can be found on BoardDocs at <https://go.boarddocs.com/va/lynchburg/Board.nsf/Public>

ABOUT THE SCHOOL

LCS Vision Statement: A Tradition of Excellence for All.

LCS Mission Statement: Every Child, By Name and By Need, to Graduation and Beyond.

School Mission Statement: Our school empowers ALL students, supports ALL staff, and involves the community to provide a safe and engaging environment that embraces our diversity and prepares students for the future.

School Motto: Together We Keep Climbing!

School Mascot: Hilltopper

School Colors: Blue and white

School Hours

Students: 7:25 a.m.–2:25 p.m.

Instructional Staff: 7:05 a.m.–2:35 p.m.

The school office is open from 7 a.m. until 3 p.m. Monday through Friday. If you call the school and no one is available to take your call, please leave a message on our school voicemail and someone will get back with you on the next school day. Our voicemail can be reached by dialing 515-5370.

In accordance with the Code of Virginia 22.1-203, the school will observe a minute of silence each day. This will be conducted during the homeroom period.

Staff Directory

Principal: Dr. Dani Rule

Associate Principal: Jessica Barger

Assistant Principal: Dr. Susan Badger

Assistant Principal: Daphney Harvey

Assistant Principal: Ethel Reeves

Office Manager: Tabatha Carter-Waller

Athletic Director: Nelson Garner

Attendance Coordinator: Anna Baker

School Counseling Director: Dr. Lerla Pettiford

School Nurse: Megan Grimes, RN

Full staff listing: www.lcsedu.net/schools/ecg/about/staff-directory

Lost & Found

Lost and Found is located in the Main Office. All articles should be turned in promptly to the Main Office or the administration. If items become lost, misplaced or stolen, report the missing items to an administrator as soon as you discover them missing, and at the same time, file a lost/damaged report. All items unclaimed at the end of each semester will be donated to Goodwill or discarded.

ARRIVAL & AFTER SCHOOL

School hours for the 2025-26 school year are from 7:25 a.m.–2:25p.m.

Arrival to School

Students are not to remain in the parking lot or leave the grounds once they arrive at school.

After School

When the 2:25 p.m. bell rings, all students are to exit the building or report to an approved activity. Students remaining after school for make-up work, club activities, and other necessary reasons must report to their sponsor no later than 2:35 p.m. Any student staying back should take all necessary books, etc. to the activity area. Students should remain with their sponsor and secure a pass from the sponsor.

Any student found on the grounds unsupervised after 2:45 p.m. will be subject to disciplinary action. The gym and weight room are off limits except for team practice and conditioning under a coach's supervision.

ATHLETICS & ACTIVITIES

Fall Sports	Winter Sports	Spring Sports
Cross Country	Basketball Cheer	Baseball (JV & Varsity)
Field Hockey	Boys Basketball (JV & Varsity)	Boys Lacrosse (JV & Varsity)
Football (JV & Varsity)	Girls Basketball (JV & Varsity)	Boys Soccer (JV & Varsity)
Football Cheer	Indoor Track	Boys Tennis
Golf	Swimming	Girls Lacrosse (JV & Varsity)
Volleyball (JV & Varsity)	Wrestling	Girls Soccer (JV & Varsity)
		Girls Tennis
		Softball
		Track

Sports schedules available at www.lcsedu.net/schools/ecg/athletics.

No student-athlete who joins one athletic team may join another athletic team during the same season if that athlete either quits the original team or was dismissed from the original team. If a student and/or parent wants to appeal this in order for a student to be allowed to be an exception to this rule, the student/parent and/or coach of the second team may appeal to the committee (composed of the school principal and athletic director). Student athletes *may* participate on two teams in the same season as long as the Athletic Department policy guidelines are followed.

Note: Students are not allowed to participate in any after-school or night activities if they have a) been suspended, b) been in AIA, c) not attended school that day, or d) did not complete at least half of their school day and will be counted as absent.

Academic Requirements for Student Athletes

In order to be eligible to participate in sports, a student must be currently enrolled in five subjects and must have passed at least five subjects the preceding semester, and they must be in attendance that particular day for a minimum of fifty percent of their classes.

Student athletes receiving a grade in any subject of less than "C" on an interim or report card shall be assigned to study hall and shall remain in study hall until the next interim or report card on which all grades are "C" or better. Study hall will begin after the first interim period and be on Tuesday and Thursday in the library. Coaches have the autonomy to require all their athletes to attend if they desire. If you have questions, please contact the Athletic Director.

Activity Bus

The activity bus is only for students staying back for athletic events or who are involved with school sponsored club meetings. Coaches will have access to bus schedules on a weekly or daily basis and they will be on the morning announcements.

School-Sponsored Clubs

Students have an opportunity to participate in various clubs and activities throughout the school year. For more information, please visit <https://www.lcsedu.net/schools/ecg/about/activities>.

ATTENDANCE

Attendance & Absences

Lynchburg City Schools believes that school attendance is directly related to academic achievement and to the development of good habits that are important in the work world. Optimum student attendance is a cooperative effort, and Lynchburg City Schools expects parents and students to take active roles in accepting and complying with that responsibility.

Please refer to the following Lynchburg City School Board Policies

- [JEA - Compulsory Attendance](#)
- [JED-RZ - Student Absences/Excuses/Dismissals](#).

All student absences (including early dismissals or late arrivals) are considered unexcused unless the parent/guardian either contacts the school in person, in writing or by email to provide a justifiable reason for the absence within two days of the absence.

1. Excused absences (including early dismissals and late arrivals) will only be granted for the following reasons:
 - a. Personal illness. Written excuses should contain a description of the illness.
 - b. Personal required court appearance with documentation from the court.
 - c. Death or serious illness in the immediate family. The principal will also consider each individual case and any extenuating circumstances.
 - d. Medical condition or appointment verified by a note from a medical professional or dentist.
 - e. Religious holidays will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility, or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.
 - f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration.
 - g. For middle and high school students, one school day per school year to engage in a civic event.
2. College visits on regularly scheduled school days should be limited to two school days per school year. These approved visits are limited to high school juniors and seniors. Parents/guardians must provide written notice to the school of a planned college visit. The two school days will be counted as excused absences.
3. Unexcused absences are those that result from the following:
 - a. Any absence that does not meet the conditions of an excused absence.
 - b. Absences will be unexcused if notes signed by the parent or guardian are not received by the school within two school days of the student's return to school, even if the parent or guardian has called. E-mail will be accepted for a note within two days of the student's return.
 - c. Any absence that is the result of a suspension from school does not count toward truancy.
4. An approved school-sponsored event will not be counted as an absence.
5. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in this regulation.
6. Pre-planned Absences
 - a. The parent/guardian must request approval in writing for pre-planned excused absence by filing a request in advance with the principal/designee. Principals will grant approval for pre-planned absences up to five days per student during the school year. Students are expected to make up missed work. Such requests will be signed and filed by the

principal/designee. Planned absences of this nature are highly discouraged as they could adversely affect student performance.

- b. If approval for more than five days is sought, a request must be filed with the Superintendent or Superintendent's designee. If approved, these absences would be excused. Students are expected to make up missed work. Planned absences of this nature are highly discouraged as they could adversely affect student performance.

Tardiness to School or Early Dismissal

Students who arrive after the tardy bell will be marked as tardy. Students who are tardy miss valuable instructional time.

In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the tardiness or early dismissal.

Tardiness to Class

1. At the beginning of each class, teachers record attendance in Infinite Campus.
2. Students who are in the building before 1st period but are tardy to class will receive a lunch detention and a phone call home from the 1st period teacher. Students arriving at school after the tardy bell, or who miss the entire 1st period, must report to the Attendance Office upon arrival.
3. Students will receive a lunch detention and a phone call home from their teacher for each unexcused tardiness (up to 6) per the discipline matrix and an office referral for the 7th and subsequent tardies to class.
4. Students who arrive to class more than 5 minutes late will receive a disciplinary referral for skipping.

Skipping

Skipping school or class will result in disciplinary action, possible loss of privileges, and a parent conference. Students who arrive to class more than 5 minutes late will receive a disciplinary referral for skipping.

Truancy

When a student reaches five (5) unexcused absences during the school year he or she is considered truant. Truancy procedures can be found on the Lynchburg City Schools website at www.lcsedu.net/departments/student-services/attendance-truancy/truancy.

BELL SCHEDULE

Tardy Bell - 7:25 a.m. | Dismissal Bell - 2:25 p.m.

First Bell	7:20		
Period 1	7:25-8:21		
Period 2	8:26-9:17		
Period 3	9:22-10:13		
Period 4	10:18-11:09		
Period 5	Lunch A 11:14-11:34 11:39-12:31	11:14-11:41 & 12:08-12:31 Lunch B 11:44-12:04	11:14-12:08 Lunch C 12:11-12:31
Period 6	12:36-1:27		
Period 7	1:32-2:25		

Adjusted bell schedules can be found on the E. C. Glass High School website at: www.lcsedu.net/schools/ecg/about/daily-schedule.

BUSES & CAR RIDERS

We ask that we be notified of all transportation changes/dismissal procedures for your student no later than 1:30 p.m. each day.

Buses

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who constitute or cause disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely. The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

Bus information is available on Infinite Campus under More/Transportation. If you have trouble with the portal or have questions about your child's bus route, please contact Transportation at (434) 515-5100.

Driving & Parking

Driving to school is a privilege that requires adherence to all school parking and safety regulations. Students must register their vehicle, purchase a school parking decal (\$50), and display it from the registered vehicle. A change in vehicle must be reported to the Main Office within 14 days; a replacement decal will be issued only if the old decal is returned (legible but not necessarily in good condition). Temporary use of an unregistered vehicle must be reported to the Main Office in advance.

Driving Rules

- Drive cautiously and obey the 10 mph speed limit on school property.
- Reckless driving, speeding, or failure to stop for a stopped school bus with flashing lights will result in disciplinary action, fines, and/or loss of driving privileges.

Parking Rules

- Park only in designated student parking areas and within marked spaces.
- Do not park in staff spaces, fire lanes, reserved areas, handicapped spaces (without proper authorization), or along curbs/roadsides.
- Parking in unauthorized areas or without a decal may result in fines, towing, or loss of parking privileges.
- The student parking lot is off-limits during the school day, including lunch periods. Students must enter the building immediately upon arrival and leave campus promptly after dismissal.
- No congregating in the parking lot before or after school.
- All vehicles must be locked while on school grounds.

Enforcement

- Unpaid parking tickets may result in obligations and loss of driving privileges.
- Vehicles parked on school grounds are subject to search if there is reasonable suspicion of illegal contraband
- Fines: \$20 for parking violations; \$100 for unauthorized parking in handicapped spaces (per Lynchburg Police Department).

CAFETERIA

Students can choose from a variety of meal options at the school, including a la carte and deli selections. Students bringing lunch from home must eat in the cafeteria.

Arrival & Passes: Students must report to the cafeteria within five minutes of the start of lunch and before the tardy bell rings. Students found in unauthorized areas without a pass will be considered skipping. If a student needs to leave the cafeteria or designated area, they must have a signed pass from a teacher or administrator. Students are not issued passes from the cafeteria; if they need to meet a teacher during lunch, they must bring a pass with them.

Behavior Expectations: Lunch lines should be orderly—cutting in line is not permitted. No throwing of food, paper, or other items. Sitting on the floor is not allowed.

Food & Drink Rules: All food and drink must be consumed in approved lunch areas. Food, trays, utensils, and dishes may not be taken from the cafeteria. Glass containers are prohibited for safety reasons. Students may not leave campus for lunch.

Cleanliness: Trash should be disposed of in provided containers.

Staff Priority: Due to duty schedules, teachers may move to the front of the lunch line to purchase food.

COMMUNICATION

Building a strong partnership and frequent communication between home and school is critical to the success of your child. Please do not hesitate to reach out to your child's teacher with any questions or concerns. We are happy to schedule a conference at any mutually agreeable time throughout the year. Please understand that teachers have a responsibility to the entire class throughout the school day and will not be able to meet with you without prior arrangements.

Infinite Campus

As part of our continued effort to provide parents and guardians with information about their student's progress, Lynchburg City Schools utilizes an online parent portal called Infinite Campus. Infinite Campus is a single source for parents to track student data including contact information, schedules, attendance, grades, and notifications. Please contact the school to get your activation key.

School Messenger

We use an automated service to communicate with families via calls, texts and emails. These notifications are used to announce school events, changes to the school calendar, and school closings and delays due to inclement weather. We also will use this service in the event of a school-wide emergency. It is essential that we have a current phone number for all of our families. In the event that your phone number changes, please notify the office so that we can update our student records or go into the parent portal of Infinite Campus to update your contact information.

Social Media

Follow us on social media at www.facebook.com/EcGlassHighSchool.

CONDUCT & DISCIPLINE

We are dedicated to ensuring a safe and secure learning environment for all of our students. Our rules for good citizenship are meant to preserve and protect each student's right to learn. We ask that our students practice good citizenship by:

1. Accepting and respecting the leadership of teachers, the administration, and other staff members.
2. Taking care of school property and equipment.
3. Using appropriate language and a respectful tone of voice.
4. Moving through the building quietly and respectfully.
5. Showing respect for the rights and property of other people.
6. Completing all assigned work on time.
7. Being attentive in class and becoming involved in all class activities.
8. Putting forth effective effort.

Each grade level or teacher will send a letter to parents explaining their class rules and procedures as well as appropriate rewards and consequences.

The Lynchburg City School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the Superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Lynchburg City school students. They are enforced when the student's conduct occurs when the student is:

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts and/or threatens the learning environment.

Prohibited Conduct

As per Lynchburg City School Board Policy [JFC - Student Conduct](#), the following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

Bullying and Use of Electronic Means for Bullying: Bullying is prohibited. Please see below for more information.

Gang Activity: Gang activity, as defined in Policy [JFCE- Gang Activity or Association](#), is prohibited.

Harassment: As provided in Policy [JFHA/GBA - Prohibition Against Harassment and Retaliation](#), students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

Hazing: Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Hazing is prohibited and is a Class 1 misdemeanor as cited in Virginia Code § 18.2-56.

Intentional Injury of Others: Students are prohibited from intentionally injuring others.

Self-defense: Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

Threats - Intimidation: Students are prohibited from making any verbal, written or physical threat of bodily injury to another person.

Trespassing: Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property.

Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs: Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

Use of Profane or Obscene Language and Conduct: Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

Vandalism: Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person. The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy [ECAB - Vandalism](#).

Behavioral Categories and Leveled Responses

Behavioral Categories

Behaviors that Impede Academic Progress (BAP): These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others so training in social awareness may also be indicated.

Behaviors Related to School Operations (BSO): These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social awareness skills.

Relationship Behaviors (RB): These behaviors create a negative relationship between two or more people that does not result in physical harm. Relationship behaviors affect the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.

Behaviors that Present a Safety Concern (BSC): These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social-emotional competencies so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision-making are usually indicated in any behavior that creates a safety concern.

Behaviors that Endanger Self or Others (BESO): These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies.

Leveled Responses

The following lists of leveled administrative responses to student discipline incidents are provided as an example of a leveled system of discipline responses. The examples below are neither all-inclusive nor required to be exhausted.

Level 1 Responses

Level 1 responses are intended to prevent further behavioral issues while keeping the student in school:

- Administrator/Student/Teacher/Parent/Guardian conference
- Behavior progress chart
- Community Service (appropriate to correct the behavior)
- Confiscation by the administration
- Detention (before school, at lunch, after school)
- In-school suspension (up to one (1) or two (2) days) with behavioral and academic support
- Loss of school privileges
- Lunch detention
- Peer mediation or conflict resolution
- Recognize/Reward appropriate behavior
- Restitution
- Re-teach or model the desired behavior
- Seat Change
- Written reflection or letter of apology

Level 2 Responses

Level 2 responses are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate:

- Administrator/Teacher/Counselor/Student Conference (includes re-teaching of expected behavior)
- Administrator/Teacher/Parent/Guardian conference
- Check-In/Check-Out
- Confiscation
- Detention
- Develop Behavior Plan
- In-school suspension with behavioral interventions and/or restorative practices (one (1) to three (3) days)
- Mediation or conflict resolution
- Referral to community-based services
- Referral to Individualized Education Plan (IEP) team
- Referral to support services (e.g. School Counselor, Behavior Certified Board Analyst (BCBA), Mentor Program, PBIS/VTSS Team,

Substance Use and Intervention Program)

- Restitution
- Schedule Change
- Student Conference
- Temporary loss of privileges

Level 3 Responses

Level 3 responses are dependent upon the severity, chronic nature of the behavior and/or safety concerns. Level 3 behaviors may result in the student's short-term removal from school:

- Administrator/Teacher/Parent/Guardian Conference
- Behavior Contract (developed with and signed by the student, parent/guardian, and school officials)
- Community Service
- Detention
- Functional Behavioral Assessment (FBA) and Behavior Support Plan (BSP)
- Development (General Education Students)
- Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP)
- Development (Special Education Students)
- In-school suspension with restorative practices (three (3) plus days not to exceed five (5) days)
- Referral to alternative education program
- Referral to community-based services
- Referral to support services (e.g. School Counselor, Behavior Certified Board Analyst (BCBA), Mentor Program, School Social Worker, PBIS/VTSS Team, Therapeutic Day Treatment (TDT), Substance Abuse Program)
- Restitution
- Revocation of privileges
- Short-term out-of-school suspension (one (1) to five (5) days for secondary students) with restorative conference upon return

The duration of any short-term suspension is to be limited as much as possible while adequately addressing the behavior but may not exceed five (5) school days.

Level 4 Responses

Some Level 4 responses require a report to the superintendent or the superintendent's designee as outlined in the Code of Virginia § 22.1-279.3:1. A referral to the superintendent or superintendent's designee does not automatically result in a long-term suspension, change of placement, or expulsion. After a review of the incident in context, the superintendent or designee may return students to the comprehensive setting with additional supports and/or responses to be implemented:

- Alternative Education Placement
- Long-term revocation of privileges
- Parent-Administrator-Teacher-Student Behavior Meeting
- Recommendation for a long-term suspension
- Referral to law enforcement as required
- Restitution via written contract
- Schedule Change
- Short-term out-of-school suspension: five (5) to (10) ten days for seventh-to-twelfth grade students
- Return to school with additional supports and interventions
- Threat Assessment as indicated by behavior

Level 5 Responses

Level 5 responses are reserved for those behaviors that require a referral to the superintendent or designee. For preschool to grade three students, any suspension beyond three days must be referred to the superintendent or designee. A referral to the superintendent or designee may not automatically result in an expulsion, alternative placement, school reassignment, or long-term suspension:

- Referral to law enforcement as required
- Referral to Superintendent or designee
- Threat Assessment as indicated by the behavior
- Alternative placement
- Expulsion-additional supports may be provided throughout the expulsion period
- Long term suspension (11 to 45 days as defined in § 22.1-276.01)
- School reassignment-students may be assigned to another school within the division.

- Return the student to the school setting with appropriate supports and interventions.

Restorative practices will be implemented as deemed appropriate. Behavior Intervention plans should be developed, reviewed, and modified as needed.

Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

The principal or their designee shall notify the school board disciplinary committee and the parent of any student involved in an alleged incident of bullying of the status of any investigation within 24 hours of the allegation of bullying. Such notifications shall be communicated to the school board disciplinary committee via the superintendent or designee by the next meeting of that committee.

Please refer to the following Lynchburg City School Board Policies:

- [AC - Nondiscrimination](#)
- [JBZ - Equal Educational Opportunities/Nondiscrimination](#)
- [JFHAZ/GBAZ - Prohibition Against Harassment and Retaliation](#)

Cell Phones/Personal Electronic Communication Devices

Students enrolled in elementary schools may have personal electronic communication devices in their possession. However, the devices must be turned off (not just silenced) and remain out of sight (e.g. in a bookbag or locker) throughout the regular school day.

Please refer to the Lynchburg City School Board Policy [JFCZ - Use of Personal Electronic Devices](#).

Secondary Schools Cell Phone Rubric	
1st Offense	Verbal Warning; Confiscate Device; Contact Parent; Device Returned to Student at End of Day; Log Incident
2nd Offense	Confiscate Device; Submit Referral; Contact Parent to Retrieve Device; Log Incident
3rd Offense	Confiscate Device; Submit Referral; ISS; Contact Parent to Retrieve Device; Log Incident
4th-9th Offense	Progressive Discipline per SBAR; Log Incident
10th Offense	Refer Student to the Discipline Committee; Log Incident

In-School Suspension (ISS)

Students who do not comply with division/school/classroom rules and procedures can be assigned to In-School Suspension/Alternative Instructional Assignment (AIA) by the administrative team. While in ISS, students, under the direction of the ISS supervisor, are expected to complete their class assignments and demonstrate appropriate school/classroom behavior.

Suspension (Out-of-School)

Students who do not comply with division/school/classroom rules and procedures are subject to out-of-school suspensions. A pupil may be suspended for not more than ten (10) school days by either the school principal, any assistant principal, or, in their absence, the principal's designee. The principal, assistant principal, or principal's designee may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts, and opportunity to present his version shall be given as soon as is practical thereafter. Please refer to the Lynchburg City School Board Policy [JGD/JGE - Student Suspension/Expulsion](#).

COUNSELING & COURSE SELECTION

School counselors are available for academic counseling, student support, and career education awareness. If you do not wish your child to participate in personal/social counseling, sign and return the Counseling Opt-Out Form to the building principal. The form is available at www.lcsedu.net/parents/forms.

Diploma Types & Graduation Requirements

To learn more about diploma types and graduation requirements, please refer to the Program of Studies at <https://www.lcsedu.net/departments/teaching-learning/resources/program-of-studies>.

The LCS Program of Studies provides academic information that helps plan the course of study for each student. The information ranges from course selection options at the different academic levels, academic and post-secondary career planning, specialized LCS programs such as Early College, Central Virginia Governor's School, National Collegiate Athletic Association (NCAA) eligibility requirements, CTE Academy, and the STEM Academy. Virginia Standards of Learning (SOL) information is included as well as graduation requirements, promotion and retention guidelines, and grade point average calculation criteria. Please work collaboratively with your school counselor to develop an academic plan for graduation and career development.

Promotion

High school credit requirements for promotion are as follows. These credits indicated the cumulative amount that must be earned as that point in order to be promoted to the next grade level.

- 9th to 10th Grade (4 credits)
- 10th to 11th Grade (9 credits)
- 11th to 12th Grade (15 credits)

Please refer to the Lynchburg City School Board Policy [JGBEZ - Promotion and Retention](#).

Student Records

The school maintains scholastic records for each student. Records are stored in a secure central location under the supervision of the principal. The scholastic records are limited to data needed by the school to assist the student in his/her personal, social, educational, and career development. Parents/guardians have the right to review and challenge the content of scholastic records in accordance with the Management of Student's Scholastic Record in the Public Schools of Virginia. Please refer to the Lynchburg City School Board Policy [JO-Student Records](#).

Transcripts

Transcripts for current students are sent electronically to colleges, employers, or other appropriate parties via Parchment. Students will need to create a Parchment account.

Withdrawal From A Course

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the counselor by the end of the 5th school day of the course. Any course from which a student is withdrawn within that time period will not be recorded on the student's report card or transcript.

Virtual Learning and Credit Recovery

Lynchburg City Schools offers students opportunities to take online courses for enrichment, advanced learning, or credit recovery. Virtual Virginia provides access to Advanced Placement (AP), world languages, core academic, and select elective courses. Enrollment requires counselor and principal approval, and students must meet all prerequisites. Virtual courses follow the same rigor and grading standards as in-person classes, and AP students must take the corresponding exams. Only courses offered in LCS Program of Studies can be taken through Virtual Virginia.

LCS also partners with vendors such as Edmentum to provide online courses, typically for credit recovery. No initial credit is awarded through Edmentum unless the student is in an alternative setting where they can not access the course face to face. Participation in all online learning options requires approval from school administration. Students interested in virtual courses should contact their school counselor for details.

DELIVERIES

The delivery of flowers, food and gifts to students during the school day is not allowed because of the disruption to the school day. To leave an item such as Chromebooks, shoes, books, etc, the person dropping off the item must be listed as a student's parent/guardian, household member or emergency contact.

DRESS CODE

Students may dress in any manner consistent with maintaining a respectful, distraction-free environment which supports a focus on learning for all students. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- Loose fitting clothing that could cause safety hazards
- Flip-flops and other footwear that are tripping hazards or injury risks
- Clothing that exposes or highlights private areas or shows an excessive amount of bare skin
- Hats and other head coverings, unless for religious or health purposes

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students are not required to dress in a gender-neutral manner. However, any dress or grooming code shall provide the same set of rules and standards, regardless of gender, as required by the [Code of Virginia § 22.1-279.6](#).

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home. Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

Please refer to the Lynchburg City School Board Policy [JFCY - Dress and Appearance](#).

Physical Education

All students are required to wear appropriate clothing for physical education classes and to participate unless they are excused by a doctor for health reasons.

FEES & FINES

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The following fees may be charged: parking permits and locker rentals; extracurricular activities, class dues, and some field trips; musical instrument use (when not part of required instruction); lost, overdue, or damaged books, devices, or equipment; consumable materials (e.g., workbooks, art supplies) — provided free or at reduced cost for students who cannot afford them; Behind-the-wheel driver's education; additional official paper copies of transcripts (electronic copies are free)

Please refer to the Lynchburg City School Board Policy [JN-Student Fees, Fines and Charges](#).

Category	Item	Amount	Specific Reduced Fee Amount
High School	Senior Dues	\$75	\$40
	Parking Decal*	\$50 full year \$25 half year	
	Parking Fines	\$20	
	Chromebook Protection Plan (Optional)	\$25/year	
	Advanced Placement Exam	\$40	\$15
	Summer School Online Course	\$225	
	Withdrawal fee for Early College or Virtual Virginia	\$75	
	Cosmetology	\$150 - Juniors \$285 - Seniors	
	Behind the Wheel	\$150	\$100 reduced lunch \$50 free lunch
	Dental Program	\$250 board exam \$375 x-ray cert.	

HOMEWORK, GRADES & REPORT CARDS

It is the responsibility of each successful student to submit their class work, homework, and assessments. If a student has a question about an assignment, it is the responsibility of the student to contact the teacher in person or through digital communication. Teachers will assign homework in accordance with Lynchburg City School Board Policy [IKB - Homework](#).

Grading Procedures

A student's grade shall be based on achievement. Teachers are responsible for the grading and evaluation of student achievement. The principal shall have the prerogative of reviewing grades assigned by teachers to resolve questionable matters. For more, please refer to the Lynchburg City School Board Policy [IKC-RZ - Student Evaluation and Grading Procedures](#)

Grading Scale

90–100 = A
89–80 = B
79–70 = C
69–60 = D
59 Below = F

Make-Up Work

It is the responsibility of the student to see their teachers on the day the student returns to school to receive assignments and schedule make-up work at the teachers' convenience. When students are absent for short periods of time, they should secure homework assignments from classmates in order to keep up with their work. All work must be completed within three school days from return to school or as agreed upon with the teacher/principal. If a student is absent for three or more consecutive days excused, a parent may request assignments through the School Counseling Department. If a student is absent three or more days due to suspension, assignments may be requested through the appropriate grade level administrator or principal. The assignments should be available at the end of the school day following their request depending upon teacher availability. Assignments can be picked up in the School Counseling Department. Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence.

Grade Point Average (GPA) Calculations and Class Rank

The Grade Point Average (GPA) calculation is a way to quantify the overall academic achievement of a student in a single number. The GPA calculation is used for ranking graduating students and determining if the student achieves academic honors. For more information, please refer to the LCS Program of Studies at <https://www.lcsedu.net/departments/teaching-learning/resources/program-of-studies>.

Interim & Report Card Windows

	Interims Sent Home	End of Quarter	Distribute Report Cards to Students
1st Quarter (8/19/25–10/22/25)	9/26/25	10/22/25	10/31/25
2nd Quarter (10/27/25–1/15/26)	12/12/25	1/15/26	1/23/26
3rd Quarter (1/20/26–3/19/26)	2/27/26	3/19/26	3/27/26
4th Quarter (3/23/26–6/3/26)	5/8/26	6/3/26	Mailed home 6/10/26 (<i>Secondary</i>)

Academic Recognition

Report cards will be sent home at the end of each nine-week grading period. Students who meet the established criteria will be named to the Honor Roll.

Exam Exemptions

Senior Exam Exemption

Seniors must have a semester grade that ranges between 90–100 percent and they cannot have more than five absences, excused or unexcused, in the class during the second semester in order to be exempt. Only the principal can make exceptions to the attendance requirement.

SOL Exam Exemption

Students who take the SOL assessments in English Reading, Math, Biology, or History and receive a score rating of "pass proficient" will receive an exam score of 90, while those who receive a score rating of "pass advanced" will receive an exam score of 100. These scores replace the final exam and are weighted at 20% of the course grade.

According to the VDOE Performance Level Descriptors, students who complete the Local Verified Credit in Writing and receive a "proficient" rating on their final body of evidence will receive an exam score of 90, while those who receive an "advanced" rating will receive an exam score of 100. These scores replace the final exam and are weighted as 20% of the course grade.

Students who successfully pass a state career-technical licensure test have the option of not completing the teacher-created exam and may choose to use the four quarter grades to compute their course grade.

HONOR CODE

Students are responsible for completing their own assignments and following the honor code:

ON MY HONOR, I HAVE NEITHER GIVEN NOR RECEIVED ANY HELP ON THIS ASSIGNMENT.

Plagiarism or cheating will result in loss of credit for the assigned work and exclusion from school honors in addition to other disciplinary action.

LIBRARY

The school library/media center provides access to a wide variety of print and digital resources to support research, study, and reading. It also offers space for individual, small group, and class activities. All users are expected to act in a courteous and respectful manner; failure to do so may result in loss of library privileges. Food and drinks are allowed only in designated areas.

Library property, including equipment and technology, must be handled responsibly; misuse may result in fines, obligations, or loss of privileges.

Passes: A pass is required to visit the library during the school day (except before and after school). Students wishing to visit during lunch must have an accepted pass before leaving the cafeteria.

Check-Out: Students should present books to be checked out to the librarian at the circulation desk. Destiny, a computerized book check-out system, is used. Each student is assigned a Patron Number to be used until he/she graduates. All library materials must be properly checked out if they are to be used outside the library.

All books circulate for a period of two weeks. Reference material may circulate OVERNIGHT only.

Fines & Obligations: Students are responsible for the care and return of all borrowed items. Overdue fines may be charged, and lost or damaged items must be paid for. Unpaid fines or obligations may result in loss of library privileges or other school consequences.

LOCKERS, HALLWAY & RESTROOM PROCEDURES

Locker Procedures

Student lockers are the property of the school and are subject to regular and/or spot inspections by the administration to determine proper use and content.

Lockers are not to be shared with other students. Lockers should be kept locked at all times. Each student is responsible for locking their locker, and no student should reveal the combination to anyone else. Students needing their locker combination should request it from the Main Office.

- Lockers must be used only for the temporary storage of such items as books, coats, etc. (for personal use only)
- Lunches or any other food items must not be left in lockers overnight
- Lockers will be subject to search to determine proper use and content
- Students will be held responsible for any damage done to a locker beyond any normal wear or for damage caused by improper contents in the locker or damage done by improper opening
- Late passes will not be issued to class due to jammed lockers
- The school cannot be held responsible for any items left in lockers
- Gym lockers are used under the same conditions, and students should use a lock on the locker to secure their valuables

All lockers must be vacated before exams begin at the end of the second semester. Nothing of value, including textbooks or notes, should remain in the locker past the day prior to exams. Students are responsible for any graffiti inside or outside their locker.

Hall Passes

Students will use the time between classes to go to the restroom and lockers. Teachers have been instructed not to allow students to leave the classroom the first 10 minutes and the last 10 minutes of class.

It is the student's responsibility to secure the appropriate hall pass from a staff member. No student shall be in the halls during classes or lunch without a hall pass.

Hall passes will be issued for restrooms only in emergency situations.

Hall Conduct

Students are to observe the following posted rules at all times:

- Students will not run or engage in horseplay
- Hugging and kissing will not be allowed
- Students may not sit on floors, stairs, or stair rails
- Loud or disruptive behavior is not allowed
- Students must always use appropriate language
- Students should not block entrances to the restrooms
- Students are not allowed to loiter in the hallways between classes
- Students must have a pass when in the hallways during class

The consequences, depending on the severity of the offense, are as follows: 1. Warning 2. Detention 3. Parent Conference 4. AIA/Suspension

Restroom Conduct

- Restrooms are to be used for their intended purposes only
- Students are not permitted to loiter in restrooms
- Photography or Videography is not permitted
- No more than one student is permitted in a stall at a time
- Paper towels, sanitary napkins, and other trash should be placed in trash cans
- Behaviors such as fighting, vandalism, and horseplay may result in out of school suspension and restitution
- Students should report any damage or needs for custodial attention to an adult immediately

NOTICES

Family Educational Rights and Privacy Act (FERPA)

Under FERPA, you have certain rights regarding your child's education records, including the right to consent to the disclosure of personally identifiable information from those records. View more information about [FERPA here](#).

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law that ensures students with disabilities are entitled to a Free Appropriate Public Education (FAPE) in the least restrictive environment. Through IDEA, eligible students receive FAPE in two ways:

- **Individualized Education Program (IEP)** - this includes specialized instruction, related services, and personalized goals tailored to their unique strengths and needs.
- **504 Plans** - Under Section 504 of the Rehabilitation Act, these plans are for students who do not require specialized instruction but still need support to access learning. 504 plans provide accommodations to help students fully participate in the general education curriculum.

Mandated Reporting

Any teacher or other person employed in a public or private school, kindergarten, or child day program is a mandated reporter. Mandated reporters have a legal responsibility to report suspected abuse, neglect and exploitation. The purpose of mandated reporting is to identify suspected abused and neglected children or vulnerable adults as soon as possible so that they can be protected from further harm. Child Protective Services (CPS) and Adult Protective Services (APS) cannot act until a report is made. Mandated reporters play a critical role in preventing any future harm to children and vulnerable adults.

Title IX

In accordance with federal laws, the laws of the Commonwealth of Virginia and the policies of the City School Board of Lynchburg, Lynchburg City Schools does not discriminate on the basis of sex, race, color, age, religion, disabilities, or national origin in the provision of employment, programs, activities and services. View more information about [Title IX here](#).

NURSE & WELLNESS INFORMATION

Clinic

A registered nurse is on duty in the clinic from 7 a.m. until 2:30p.m. Students needing services are required to secure a pass to the clinic from the classroom teacher except in emergency cases. In addition to handling student illnesses and providing first aid, the nurse is responsible for the following:

- Collection and maintenance of immunization records
- Health appraisals and follow up of student health concerns reported by teachers
- Visual and hearing screenings of all new and transfer students
- Vision and hearing screenings of all 10th grade students as required by state law
- Individual testing of any student suspected of having a hearing or visual problem. A student may refer themselves or be referred by a teacher.
- Acting as a resource person for any teacher who wishes instructional assistance with a health related topic, including drugs and cleanliness
- Collection and maintenance of student emergency medical forms
- Maintenance of all medical records
- Dispensing of any medication with a doctor's note

Any student needing to leave school due to illness must secure a pass from the clinic and check out through the Attendance Office. Only guardians as listed in Infinite Campus may pick up students, or authorize alternate designees. A signed note by a guardian should be presented to the Attendance Office within three school days of the student's return to school.

Medicine

Families with medical needs and medication prescription notes should contact the school nurse. Students should only take prescription medications and over-the-counter medications under the supervision and direction of the nurse. If your student is prescribed medicine by his/her doctor that needs to be administered during the school day, the parent and doctor must complete a [Physician/Parent Authorization to Administer Medication Form](#). Authorization is also required for over-the-counter medications. The medicine and the completed forms must be brought to the school by the parent and be given directly to our school nurse. Students may not carry medicine to and from school for any reason, and all medications must be kept in the clinic..

Emergency Medical Form

In order to complete registration for each school year, parents/guardians are required to complete/update an online emergency medical form for each child. Current addresses and phone numbers are required as well as emergency contact information. All known allergies should be listed on the form. Any medical conditions should be noted as well. If your personal information changes, please contact the school office so that we can update your student's records.

Emergency Contact Information

It is the responsibility of all parents and guardians to provide emergency contact information for each student. This information must be part of the emergency medical form. This information must include the name of the person, the person's relationship to the student, and a current phone number for the contact person. Please be sure that your emergency contacts know that you have listed them on your student's form.

Required Immunizations

To enter 12th grade in Virginia, a single dose of the Meningococcal Conjugate (MenACWY) vaccine is required after a student's 16th birthday. This is a state required mandate.

School Based Mental Health Supports

Every school has a school based outpatient therapist from various community agencies. Students or parents should talk with their school counselor or social worker about the provider and being referred for services as needed or as appropriate.

School Nutrition

Lynchburg City Schools is committed to serving healthy, balanced meals that include fruits, vegetables, whole grains, and low-fat or fat-free milk. Meals are designed to meet student nutrition needs, while being low in sodium, saturated fat, and free of trans fats. Our school meal programs promote healthy eating habits, support student wellness, and accommodate cultural preferences and special dietary needs.

All schools participate in the USDA National School Lunch Program and School Breakfast Program. For the 2025-26 school year, all LCS students will receive breakfast and lunch at no cost, with no application required, through the Community Eligibility Provision (CEP).

SAFETY & DRILLS

Fire Drills

Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

The following procedures will be followed during a drill:

1. The signal for a fire drill is one continuous blast of the buzzer alarm system.
2. When the signal sounds, all students, staff members, and visitors are required to evacuate the building as quickly and quietly as possible using the nearest exit.
3. Students are to use the proper exits and remain with staff members in designated outside areas until the drill's conclusion.
4. While students are outside the building, there should be no talking or noise so that instructions may be given and heard in the event of an actual emergency.

Proactive Measures

Gaggle

Lynchburg City Schools uses the Gaggle safety management solution for Google to proactively protect students and ensure that they are safely and correctly using school-provided digital tools. The system reviews a student's Google files for inappropriate images and/or content identified by keywords that might signal concern. Gaggle representatives review Google files 24/7 and send alerts to schools and the school division for investigation and response as necessary.

SpeakUp for Safety Tip Line

The SpeakUp for Safety tip line provides a simple way for students to easily and confidentially report threats of violence, bullying, peers in crisis, and other imminent threats. Students can email, call, or text to speakup@lcsedu.net or (434) 300-2230.

The tip line is monitored 24 hours a day, seven days a week, 365 days a year by trained safety representatives. A representative will send an email regarding non-life-threatening items to designated school or division staff members. In severe situations, division-appointed

contacts are notified immediately. In the most imminent cases, law enforcement will be contacted to intervene if the tip line representative is unable to notify a division-appointed contact.

Threat Assessments

As mandated by Virginia State Code, we use a threat assessment process that is designed to identify and address potential concerns before they arise. This is a routine part of our efforts to ensure that our schools are safe and supportive places for all.

The threat assessment team is made up of experts in counseling, instruction, administration, and law enforcement and is dedicated to evaluating situations and implementing effective strategies to manage them. These strategies often include mentoring, counseling, support, and setting appropriate boundaries.

The School Threat Assessment Team may choose to complete a formalized threat assessment if a student makes a concerning statement, gesture, drawing, or if the student expresses an intent to harm themselves or others.

Safety Drills

A procedure has been established to ensure student/staff safety in the event an unauthorized person enters the school or an unauthorized activity is occurring on the school grounds. This safety drill procedure is practiced during the year. During the school day, all entrances remain locked.

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code §27-94 et seq.

Severe Weather Drills

In the event of severe weather with strong winds, a plan has been developed to ensure everyone's safety. Staff and students are informed of the procedure each year.

For more information about safety in our schools, please visit <https://www.lcsedu.net/parents/safety>.

SCHOOL CLOSINGS

In the event that Lynchburg City Schools cannot operate on a normal schedule due to weather related or other emergency conditions, parents, students, and community members will be given school-closing information through the following information sources:

- LCS Campus Messenger: a recorded telephone call and corresponding email will be sent to all parents/guardians based on contact preferences in Infinite Campus
- Online: LCS website and social media
- Television announcements

TECHNOLOGY

Acceptable Use Policy For Computers

An acceptable use policy (AUP) is a written agreement signed by students, parents, and staff members which outlines the terms and conditions of technology use. It establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. Users are identified as all Lynchburg City Schools' students and staff members, as well as other individuals who utilize the school division's technology. The AUP also covers penalties for violations of the policy, including security violations and vandalism of the system and/or equipment. Prior to using school division technology resources, each user is required to sign an AUP agreement and to know that it will be kept on file as a legal, binding document. Students will not be allowed to use the computer until the AUP has been received.

Please refer to the Lynchburg City School Board Policy [IIBEA/GAB - Acceptable Computer System Use](#).

LCS-ONE Protection Plan

LCS Students may participate in the optional Protection Plan for a non-refundable payment of \$25 per school year (payable within 30 days from the start of school). Payments can be made to Lynchburg City Schools, via MySchoolBucks or the Student's school. This is a yearly opt-in Protection Plan and can be applied only once per school year. More information can be found on the LCS website at www.lcsedu.net/departments/information-technology/support.

Chromebook Repairs

Damages to Chromebooks will result in fees related to replacement or repair. Costs associated with Chromebook repair can be managed through communication with school administration and the office manager. Failure to pay unresolved fees can result in restricted access to LCS technology and ceremonies.

VISITORS & VOLUNTEERS

Anyone visiting the school must report to the office before going to see a student or staff member. Visitors and volunteers are asked to show photo identification and wear identification tags, which will be provided in the main office. This is required when volunteers are in school buildings for visiting or volunteering at the school for events other than assemblies and open houses. Classroom observations or tours should be scheduled through the building principal. Volunteers working with students are subject to a background check as outlined in Lynchburg City School Board Policies [IICB/IICC - Community Resource Persons/School Volunteer](#) and [IICB-R/IICC-R - Guidelines for Community Resource Persons/School Volunteers](#).

ADDITIONAL INFORMATION

Alma Mater

Words by: Murrell Edmunds, 1916

Music by: Robert G. Lee

Across the mountains' purple splendor,
Above the seven hills of fame,
E. C. Glass, oh Alma Mater!
Here's a song to praise thy name.

Chorus

High above the hills of Lynchburg,
Where the James flows full and free,
E. C. Glass, oh Alma Mater!
Here's a song of love for thee.

Oh teach us, mother, to be worthy
As the swift years onward move,
Make us strong and grant us wisdom,
Sustained forever by thy love.

And when our time of youth is ended,
And happy high school days are gone,
Across the years thy love will find us,
Take our hands and lead us home.

School History

What is now E. C. Glass High School had its beginning in 1871 in two small rooms, one for girls and the other for boys. On October 14, 1874, after many changes in location, the divisions of the school were consolidated.

The first high school building was erected in 1881 on the corner of Court and Eleventh Streets. The faculty consisted of five members and the curriculum of five basic subjects. Seventeen years later the high school had an enrollment of about three hundred, with an average number of twenty-five in the graduating class. The faculty now had increased to eight members and the course of study had been extended to four years. English was the only required course. During this period, a laboratory was equipped to meet the need for science instruction. Athletic activities, The Critic (now called Menagerie), and the Honor League also had their beginnings at this time.

Growing needs soon made necessary the building of a larger school. The demand was met with a new Lynchburg High School on Park Avenue, occupied in the fall of 1911. In 1913, the first high school commercial department in the state was organized at Lynchburg High School. In 1920, the name, E. C. Glass High School was adopted. The school was named for Edward Christian Glass, Superintendent of Lynchburg Public Schools from 1879 to 1931.

In September 1953, the new E. C. Glass High School building, situated on a site of fifty-seven acres and constructed at a cost of over four and one-half million dollars, opened its doors.

In 1970, the secondary schools in Lynchburg were reorganized as part of the desegregation of the city schools. Ninth and tenth graders in Lynchburg were assigned to Dunbar, and eleventh and twelfth graders were assigned to E. C. Glass. In 1976, secondary schools were reorganized as a second high school in Lynchburg, Heritage, was opened. Both high schools now house grades nine through twelve. In 1980 E. C. Glass entered a six-year renovation program, which extended the life of the facility.

The most recent renovation was started in 2003 and finished in 2006, which included the addition of new classrooms in particular new science classrooms, air-conditioning, auxiliary gym, and renovations to the rest of the facility such as the cafeteria and a new lecture hall. E. C. Glass High School is considered a very modern school by today's standards with the completion of over 25 million dollars in renovation.

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS